

DEPARTMENT OF THE AIR FORCE
374th Contracting Squadron (PACAF)
UNIT 5228
APO AP 96328

LGC OPERATING INSTRUCTION 64-6

29 September 1999

CONTRACTING

IMPAC

The squadron operating instruction implements procedures for violations under the IMPAC program.

1. **OBJECTIVE:** To provide Agency Organizational Program Coordinators (AOPQ) procedures, as a result of findings from surveillance visits, or by any other means, that an approving official or cardholder may be in violation of IMPAC procedures.

2. **APPLICABILITY:** These procedures are applicable to all personnel in which IMPAC administrative responsibility has been designated through the 374 th Contracting Squadron.

. RESPONSIBILITIES:

- Agency Organizational Program Coordinator AOPC:

(1) Issues letters signed by the Contracting Squadron Commander (or equivalent) to the approving official and cardholder's commander. The letter will describe the alleged violation(s), and the date the transaction occurred and the recommended course of action against the cardholder/approving official.

(2) The AOPC will allow **five (5)** business days for the approving official or cardholder's commander to submit a rebuttal in regard to the alleged violation.

(3) If the approving official/cardholder's commander does not substantiate the alleged violation and fail to rebut the alleged violation within the five business days, the AOPC will immediately suspend the cardholder's card for a minimum of 30 days or more, depending upon the severity of the violation. The AOPC will also proceed with the following actions:

- (a) Immediately reduce the cardholders' limit to \$0.00. The revised limitation will stay in effect until the cardholder's commander takes the appropriate action against the cardholder.
- (b) Schedule the cardholder for immediate remedial training on the IMPAC procedures.
- (c) Inform the approving official/cardholder's commander that any further offenses will be grounds for permanent revocation of the cardholder's IMPAC privileges.

(4) The AOPC will contact the appropriate budget office and request assistance to determine whether the cardholder is in direct violation of misuse of government funds.

(5) The AOPC will request the appropriate budget office submit a letter citing the regulation that the cardholder is in direct violation.

(6) The appropriate budget office will then make the determination, by what method the funds will be reimbursed to the government. Also, the appropriate budget office shall make the determination if any other base agency will be involved to pursue appropriate disciplinary action.



THOMAS E. SNODGRASS, Lt Col, USAF
Commander

OPR: IMPAC

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